

[Your Company Letterhead]

[Date]

[Visa Authority Name]

[Visa Authority Address]

[City, State, ZIP Code]

Subject: Visa Sponsorship Letter for [Employee's Name]

Dear [Visa Authority Name],

We, [Your Company Name], located at [Company Address], hereby wish to sponsor [Employee's Name], who has been offered a position as [Job Title] in our company.

Details of the sponsored employee are as follows:

- Full Name: [Employee's Name]
- Passport Number: [Passport Number]
- Nationality: [Nationality]
- Position: [Job Title]
- Length of Employment: [Duration of Employment]
- Salary: [Monthly/Annual Salary]

We confirm that we will take full responsibility for [Employee's Name]'s stay in the UAE during their employment with us. [He/She/They] will comply with all UAE laws and regulations and will maintain proper visa status throughout [his/her/their] stay.

We appreciate your assistance in facilitating the visa process for [Employee's Name]. Should you require any further information or documentation, please feel free to contact us at [Your Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]

[Company Seal/Signature]